



*Ann Arbor District Library*  
**Regular Meeting**  
**Agenda**

Monday, May 17, 2010

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Published by Ann Arbor District Library

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## May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17 AADL Board Mtg</b>	18	19	20	21	22
23	24	25	26	27	28	29
30	<b>31 Library Closed</b>					

## June 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21 AADL Board Mtg</b>	22	23	24	25	26
27	28	29	30			

## July 2010

S	M	T	W	T	F	S
				1	2	3
<b>4 Library Closed</b>	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19 AADL Board Mtg</b>	20	21	22	23	24
25	26	27	28	29	30	31

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, May 17, 2010 at 5:30 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI  
 Dinner will be served in Conference Room A at 5:30 p.m.

## REGULAR MEETING AGENDA

- 10-209 I. CALL TO ORDER
- 10-210 II. ATTENDANCE
- 10-211 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL, LABOR NEGOTIATIONS & DIRECTOR'S EVALUATION
- 10-212 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2010-2011 AT 7:00PM
- 10-213 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- 10-214 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING
- 10-215 VII. APPROVAL OF AGENDA (pp 1-2)  
(Item of action)
- 10-216 VIII. APPROVAL OF MINUTES OF APRIL 19, 2010 (pp 3-9)  
(Item of action)
- 10-217 IX. CITIZENS' COMMENTS
- 10-218 X. FINANCIAL REPORT (pp 10-17)
- 10-219 XI. APPROVAL OF DISBURSEMENTS (pp 18-20)  
(Item of action)
- 10-220 XII. COMMITTEE REPORTS
- 10-221 A. EXECUTIVE COMMITTEE
- 10-222 B. DIRECTOR'S EVALUATION COMMITTEE
- 10-223 XIII. DIRECTOR'S REPORT

**Ann Arbor District Library Board  
Executive Session**

Monday, May 17, 2010  
5:30 p.m. – 7:00 p.m.

Ann Arbor District Library  
Conference Room A, 4<sup>th</sup> floor  
343 S. Fifth Avenue, Ann Arbor, MI

AGENDA

- I. OPINION OF COUNSEL
- II. DISCUSSION OF LABOR NEGOTIATIONS
- III. DIRECTOR'S EVALUATION

## MEMORANDUM

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 Ann Arbor District Library, Fourth Floor Board Room  
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- 10-223 XIII. DIRECTOR'S REPORT

- 10-224           XIV.    NEW BUSINESS
- 10-225           A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2010-2011 (pp 21-26)  
                  (Item of action)
- 10-226           B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp 27-28)  
                  (Item of action)
- 10-227           C. AMENDMENT OF LIBRARY DISTRICT BOUNDARIES TO EXCLUDE TERRITORY LOCATED WITHIN THE LEGAL BOUNDARIES OF A PUBLIC LIBRARY (pp 29-34)  
                  (Item of action)  
                  Roll call vote
- 10-228           D. RESOLUTION TO ADOPT THE 2010-2011 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp 35-36)  
                  (Item of action)
- 10-229           E. RESOLUTION TO ADOPT REVISED BOARD BYLAWS  
                  (pp 37-48)  
                  (Item of action)
- 10-230           F. RESOLUTION TO ADOPT POLICY 8.22 CONFLICT OF INTEREST-LIBRARY ADMINISTRATIVE EMPLOYEES  
                  (pp 49-54)  
                  (Item of action)
- 10-231           G. RESOLUTION TO ADOPT POLICY 8.23 LEGAL COMPLIANCE (pp 55-56)  
                  (Item of action)
- 10-232           H. DISCUSSION OF HVAC EQUIPMENT AND MAINTENANCE CONTRACT (pp 57-58)
- 10-233           I. DIRECTOR'S EVALUATION MEMO FROM AADL BOARD
- 10-234           J. VOTE FOR EXECUTIVE SESSION AT THE JUNE 21, 2010 REGULAR BOARD MEETING FOR LABOR NEGOTIATIONS, DISCUSSION OF REAL ESTATE & OPINION OF LEGAL COUNSEL  
                  (Item of action)  
                  Roll call vote
- 10-235           XV.    ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, APRIL 19, 2010**

- 10-186 I. CALL TO ORDER
- President Head called the meeting to order at 5:40 p.m.
- 10-187 II. ATTENDANCE
- Present: Head, Leary, Murphy, Rosenthal, Stearns,  
Surovell (arr. 5:43 p.m.)
- Absent: Barney Newman
- Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- Others: Jim Adams, Butzel Long
- 10-188 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION  
OF REAL ESTATE AND DIRECTOR'S EVALUATION
- 10-189 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Head reconvened the meeting at 7:08 p.m.
- Trustee Surovell was absent.
- 10-190 V. APPROVAL OF AGENDA  
(Item of action)
- Secretary Leary, supported by Trustee Murphy, moved to approve the agenda.
- AYES: Head, Leary, Murphy, Rosenthal, Stearns  
NAYS: None
- Motion passed 5-0.
- 10-191 VI. APPROVAL OF MINUTES OF MARCH 15, 2010  
(Item of action)
- Secretary Leary, supported by Trustee Murphy, moved to

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

approve the minutes of March 15, 2010.

AYES: Head, Leary, Murphy, Rosenthal, Stearns

NAYS: None

Motion passed 5-0.

10-192 VII. CITIZENS' COMMENTS

There were no citizens' comments.

10-193 VIII. FINANCIAL REPORT

Associate Director Nieman reported the unrestricted cash balance was 9.6 million. March showed tax receipts of just over \$11.3 million which reflects 97% of the budgeted amount received. The Fund Balance reflects just over \$7.2 million. Four items are over the year-to-date budget in operating. The Utilities line may need adjustment. \$50,250 was received from the Friends of the Ann Arbor District Library.

10-194 IX. APPROVAL OF DISBURSEMENTS

(Item of action)

Trustee Stearns, supported by Secretary Leary, moved to approve March disbursements.

AYES: Head, Leary, Murphy, Rosenthal, Stearns

NAYS: None

Motion passed 5-0.

10-195 X. COMMITTEE REPORTS

10-196 A. BUDGET AND FINANCE COMMITTEE

Treasurer Rosenthal reported the committee consisting of herself, Trustee Murphy and Trustee Surovell, met with Administration and discussed options for addressing the 2010-2011 budget shortfall.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

10-197                    B. POLICY COMMITTEE

Trustee Murphy reported the committee consisting of herself, Vice President Barney Newman and Trustee Surovell, met with Administration twice since the last Board meeting. The committee is recommending changes to the Board Bylaws to correspond to the change of the election schedule and two new policies per IRS requirements as outlined further in the agenda.

10-198                    C. SPECIAL ISSUES/FAADL COMMITTEE

Secretary Leary reported the committee held discussion and have no changes to recommend to the space use agreement.

10-199                    D. DIRECTOR'S EVALUATION COMMITTEE

President Head reported the Director's Evaluation Committee met. Per Director Parker's request the Board will perform her evaluation during closed session.

10-200            XI.    DIRECTOR'S REPORT

Director Parker reported on National Library Week events. Traverwood Branch is featured on the current month cover of the *Ann Arbor Observer*. Moeller Design has won a silver Addy for the Traverwood Branch Library brochure.

10-201            XII.    NEW BUSINESS

10-202                    A. DISCUSSION OF PROPOSED 2010-2011 BUDGET

Associate Director Nieman reviewed the proposed 2010-2011 budget with the Board. Tax revenue reflects the millage rate of 1.55 mills with the assumption of a 6% decrease in property taxes leaving a budget deficit of \$200,000. Three options were presented to address the budget deficit: increase the tax mills levied to 1.587; additional reduction of expenditure; use monies from the fund balance to balance the budget. No changes in services, reduction of hours, layoffs or closing of branches is being recommended. The expense side

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

reflects reduction in the following line items: Capital Outlay, Library Programming, Software Licenses, and Materials. Increases are reflected in Building Rental, Circulation Supplies, and Postage. No merit increases will be offered. Health insurance numbers are based on current rates and employees will be asked to share any increase in rates. A breakdown of expenses by branches and departments was also presented.

It was the consensus of the Board to proceed with balancing the proposed budget with monies from the fund balance.

10-203

B. DISCUSSION OF PROPOSED BOARD BYLAWS REVISION

Trustee Murphy informed the Board the Policy Committee is recommending the proposed bylaw revisions which are technical changes resulting from moving Board elections from May to November. Moving the annual meeting from July to January will result in an extension of office for this year only.

After discussion it was consensus of the Board to move the proposed bylaw revisions to an action item at the May Board meeting.

10-204

C. DISCUSSION OF PROPOSED CONFLICT OF INTEREST-LIBRARY ADMINISTRATIVE EMPLOYEES POLICY

Trustee Murphy informed the Board the Policy Committee is recommending the proposed Conflict of Interest policy. This policy affects only administrative positions listed in the policy and is the result of IRS requirements.

After discussion it was consensus of the Board to move the proposed policy to an action item at the May Board meeting.

10-205

D. DISCUSSION OF PROPOSED LEGAL COMPLIANCE POLICY

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

Trustee Murphy informed the Board the Policy Committee is recommending the proposed Legal Compliance policy. This policy incorporates whistleblower protection and is the result of IRS requirements.

After discussion it was consensus of the Board to move the proposed policy to an action item at the May Board meeting.

10-206

E. RESOLUTION TO ADOPT EXTENSION OF SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY

(Item of action)

Secretary Leary expressed the Special Issues/FAADL committee's pleasure with the continued growth of the positive relationship with the Friends. Neither the committee nor the Friends desire adjustment to the space use agreement.

Secretary Leary, supported by Trustee Stearns, moved that the President of the Board of Trustees of the Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Leary, Murphy, Rosenthal, Stearns

NAYS: None

Motion passed 5-0.

10-207

F. VOTE FOR EXECUTIVE SESSION AT THE MAY 17, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION, LABOR NEGOTIATIONS & OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Secretary Leary, supported by Trustee Stearns, moved to hold an Executive Session at the May 17, 2010 regular Board

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 19, 2010

meeting for discussion of real estate, director's evaluation, labor negotiations and opinion of legal counsel.

A roll call vote was taken.

AYES: Head, Leary, Murphy, Rosenthal, Stearns

NAYS: None

Motion passed 5-0.

10-208 XIII. ADJOURNMENT

President Head adjourned the meeting at 7:42 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 19, 2010 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-206**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE  
FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19<sup>th</sup> day of April, 2010 at 6:00 p.m.

PRESENT: Head, Leary, Murphy, Rosenthal, Stearns  
ABSENT: Barney Newman, Surovell

The following resolution was offered by Secretary Leary, and supported by Trustee Stearns:

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES: Head, Leary, Murphy, Rosenthal, Stearns  
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on April 19, 2010 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Secretary

## Ann Arbor District Library Financial Summary for April 2010

### **Cash:**

The unrestricted cash balance as of April 30, 2010 was \$8,830,658 down from \$9,699,319 in March.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,478,124, 98% of the budgeted amount, as of April 30th.

### **Budget vs. Actual:**

The Library showed an operating surplus of \$369,559 through April 30th. This gives the Library a positive fund balance of \$7,307,777 at the end of April, up from \$7,258,959 in March.

### **Year-to-Date Revenue (Budget vs. Actual):**

Tax and penal fine revenues are being recognized monthly at the monthly budgeted amount. This line item will be reconciled with actual receipts at the end of the year.

### **Year-to-Date Expenditures (Budget vs. Actual):**

The following operating expense line items are over budget through April:

Custodial – Carpet and window cleaning took place in April.

Utilities – The utility bills for all locations have been than normal since January.

Communications – Phone and internet charges have been higher than anticipated.

Materials – Large purchases were made in the month of April.

Supplies – Shelving for the archive location was purchased in January and April.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Ten Months Ending April 30, 2010

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$9,733,332	\$9,733,333	(\$1)
State Aid	20,536		20,536	20,536		20,536
Penal Fines	22,917	22,917		229,170	229,167	3
Interest	1,707	18,333	(16,626)	102,561	183,333	(80,772)
Copiers	3,585	2,917	668	32,638	29,167	3,471
Grants/Memorials	560	7,500	(6,940)	118,178	75,000	43,178
Library Fines & Fees	39,154	37,500	1,654	372,172	375,000	(2,828)
Non-Resident Fees	1,150	1,667	(517)	14,250	16,667	(2,417)
Fund Balance Transfer		14,651	(14,651)		146,512	(146,512)
Total Revenue	<u>\$1,062,942</u>	<u>\$1,078,818</u>	<u>(\$15,876)</u>	<u>\$10,622,837</u>	<u>\$10,788,179</u>	<u>(\$165,342)</u>
Expenditures						
Salaries & Wages	470,242	491,250	(21,008)	4,843,302	4,912,500	(69,198)
Employee Benefits	126,035	139,833	(13,798)	1,316,181	1,398,333	(82,152)
Employment Taxes	35,736	37,500	(1,764)	363,824	375,000	(11,176)
Total Employment Cost	\$632,013	\$668,583	(\$36,570)	\$6,523,307	\$6,685,833	(\$162,526)
Custodial and Electrical	\$20,506	\$16,667	\$3,839	\$171,695	\$166,667	\$5,028
Accounting/Audit	1,125	1,125		11,250	11,250	
Legal	3,602	8,333	(4,731)	49,628	83,333	(33,705)
Purchased Services	8,821	11,083	(2,262)	86,116	110,833	(24,717)
Utilities	33,995	31,250	2,745	349,390	312,500	36,890
Property Insurance	7,065	7,500	(435)	70,650	75,000	(4,350)
Communications	37,095	12,833	24,262	197,933	128,333	69,600
Materials	207,407	152,833	54,574	1,559,172	1,528,333	30,839
Software Licenses/Maintenanc		15,833	(15,833)	114,281	158,333	(44,052)
Building Rental	9,772	14,417	(4,645)	102,053	144,167	(42,114)
Seminars/Conferences/Travel	2,178	4,083	(1,905)	20,604	40,833	(20,229)
Copier Expense	6,320	5,500	820	47,981	55,000	(7,019)
Library Programming	12,139	24,250	(12,111)	220,651	242,500	(21,849)
Grants/Memorials	7,453	7,500	(47)	53,786	75,000	(21,214)
Supplies	18,440	14,250	4,190	174,001	142,500	31,501
Repairs and Maintenance	29,319	23,675	5,644	227,560	236,750	(9,190)
Postage	5,022	2,083	2,939	21,344	20,833	511
Lcards/Circ Cards	9,497	6,625	2,872	57,502	66,250	(8,748)
Other Operating Expenditures	1,279	14,325	(13,046)	18,242	143,250	(125,008)
Total Operating Expense	\$421,035	\$374,165	\$46,870	\$3,553,839	\$3,741,665	(\$187,826)
Capital Outlays		\$36,068	(\$36,068)	\$176,132	\$360,678	(\$184,546)
Total Expenditures	<u>\$1,053,048</u>	<u>\$1,078,816</u>	<u>(\$25,768)</u>	<u>\$10,253,278</u>	<u>\$10,788,176</u>	<u>(\$534,898)</u>
Net	<u>\$9,894</u>	<u>\$2</u>	<u>\$9,892</u>	<u>\$369,559</u>	<u>\$3</u>	<u>\$369,556</u>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Ten Months Ending April 30, 2010

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$560	\$7,500	<b>(\$6,940)</b>	\$118,178	\$75,000	<b>\$43,178</b>
Total Revenue	<u>\$560</u>	<u>\$7,500</u>	<u><b>(\$6,940)</b></u>	<u>\$118,178</u>	<u>\$75,000</u>	<u><b>\$43,178</b></u>
Expenditures						
Materials	2,512		<b>2,512</b>	11,752		<b>11,752</b>
Library Programming	1,704	7,500	<b>(5,796)</b>	26,223	75,000	<b>(48,777)</b>
Supplies	66		<b>66</b>	132		<b>132</b>
Other Operating Expenditures	239		<b>239</b>	4,858		<b>4,858</b>
Total Operating Expense	<u>\$4,521</u>	<u>\$7,500</u>	<u><b>(\$2,979)</b></u>	<u>\$42,965</u>	<u>\$75,000</u>	<u><b>(\$32,035)</b></u>
Total Expenditures	<u>\$4,521</u>	<u>\$7,500</u>	<u><b>(\$2,979)</b></u>	<u>\$42,965</u>	<u>\$75,000</u>	<u><b>(\$32,035)</b></u>
Net	<u><b>(\$3,961)</b></u>		<u><b>(\$3,961)</b></u>	<u>\$75,213</u>		<u><b>\$75,213</b></u>



ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Ten Months Ending April 30, 2010

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$100,250	\$75,000	\$25,250
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$100,250</u>	<u>\$75,000</u>	<u>\$25,250</u>
Expenditures						
Materials				7,658		7,658
Library Programming	1,704	7,500	(5,796)	26,223	75,000	(48,777)
Supplies	66		66	132		132
Other Operating Expenditures	239		239	4,858		4,858
Total Operating Expense	<u>\$2,009</u>	<u>\$7,500</u>	<u>(\$5,491)</u>	<u>\$38,871</u>	<u>\$75,000</u>	<u>(\$36,129)</u>
Total Expenditures	<u>\$2,009</u>	<u>\$7,500</u>	<u>(\$5,491)</u>	<u>\$38,871</u>	<u>\$75,000</u>	<u>(\$36,129)</u>
Net	<u>(\$2,009)</u>		<u>(\$2,009)</u>	<u>\$61,379</u>		<u>\$61,379</u>

## Balance Sheet

**ASSETS**

As of 4/30/2010

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$17,017.86
CASH-PAYROLL	5,533.73
HOLTREY FUND	329,845.19
CASH-SAVINGS	3,914,062.89
KENISTON FUND	30,199.38
SHAFER FUND	10,435.94
WESTERMAN FUND	41,298.75
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,487.17
	<hr/>
Total Cash	\$4,386,880.91
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,181,428.06
UNITED BANK AND TRUST INVESTMENT	1,710,615.32
	<hr/>
Total Investments	\$4,892,043.38
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$229,170.00
	<hr/>
Total Accounts Receivable	\$229,170.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$177,980.00
	<hr/>
Total Prepaid Expenses	\$177,980.00
	<hr/>
Total Current Assets	\$9,686,074.29
<u>Capital Assets:</u>	
BUILDINGS	\$25,680,812.53
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	429,948.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	167,642.00
COMPUTER EQUIPMENT	1,274,136.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	41,451.00
FURNITURE & FIXTURES	1,293,876.00
VEHICLES	183,256.00
	<hr/>
Total Capital Assets	\$31,651,316.01
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$29,436.09
LONG TERM VACATION	222,835.48
	<hr/>
Total Provided for Long-Term Debt	252,271.57
	<hr/>
TOTAL ASSETS	<u><u>\$41,589,661.87</u></u>

## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$49,899.30
ACCRUED ACCOUNTS PAYABLE	92,316.72
ACCRUED PAYROLL	242,300.00
UNITED WAY DEDUCTIONS	2,180.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	9,304.92
ACCRUED EMPLOYER 403(b) - UNDECIDED	23,337.69
ACCRUED 403B/MPSERS EMPLOYER	13,116.44
ACCRUED LIABILITY-VACATION S/T	120,291.32

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Total Current Liabilities	\$552,746.39
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$29,436.09
ACCRUED LIABILITY-VACATION L/T	222,835.48

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Total Long-Term Liabilities	252,271.57
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,651,316.01
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Fund Balance:

RESERVE-ENCUMBRANCES	\$124,250.00
DEFERRED REVENUE - PROPERTY TAX	1,701,301.00
FUND BALANCE - UNDESIGNATED	6,938,219.40
EXCESS REVENUE (SPENDING)	369,557.50

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Total Fund Balance	\$9,133,327.90
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Total Fund Equity	\$40,784,643.91
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TOTAL LIABILITIES AND FUND EQUITY


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\$41,589,661.87
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## Ann Arbor District Library

### Rollforward of undesignated fund balance For the Period Ending April 30, 2010

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,258,959	\$ 7,021,169
Total revenues	1,062,942	10,622,837
Expenditures:		
Operating	(1,053,046)	(10,077,147)
Capital outlays	-	(176,132)
(Increase) decrease in encumbrances	<u>38,922</u>	<u>(82,950)</u>
Ending surplus (deficit)	<u>\$ 7,307,777</u>	<u>\$ 7,307,777</u>

# Ann Arbor District Library

## Monthly and year-to-date cash rollover For Period ending April 30, 2010

Source: cash activity as recorded in the Great Plains general ledger system

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Monthly rollover</b>					
Commercial checking	\$ 26,125	\$ 10,042	\$ (519,149)	\$ 500,000	\$ 17,018
Payroll	5,579	5	(447,688)	447,638	5,534
Petty cash	2,000	-	-	-	2,000
Savings	4,773,572	153,915	(65,786)	(947,638)	3,914,063
Investments - Bank of Ann Arbor	3,181,428	-	-	-	3,181,428
Investments - United Bank and Trust	1,710,615	-	-	-	1,710,615
Westerman Fund	41,295	4	-	-	41,299
Shafer Fund	10,435	1	-	-	10,436
Holtrey Fund	329,791	54	-	-	329,845
Keniston Fund	30,197	2	-	-	30,199
WLBPD	36,484	3	-	-	36,487
	<u>\$ 10,147,521</u>	<u>\$ 164,026</u>	<u>\$ (1,032,623)</u>	<u>\$ -</u>	<u>\$ 9,278,924</u>
<b>Year-to-date rollover</b>					
Commercial checking	\$ 22,267	\$ 107,308	\$ (5,447,557)	\$ 5,335,000	\$ 17,018
Payroll	5,590	1,411	(5,009,395)	5,007,928	5,534
Petty cash	1,900	-	-	100	2,000
Savings	2,295,585	12,458,095	(496,589)	(10,343,028)	3,914,063
Investments - Bank of Ann Arbor	3,124,858	56,570	-	-	3,181,428
Investments - United Bank and Trust	1,699,026	11,589	-	-	1,710,615
Westerman Fund	40,379	920	-	-	41,299
Shafer Fund	10,420	16	-	-	10,436
Holtrey Fund	329,163	682	-	-	329,845
Keniston Fund	30,153	46	-	-	30,199
WLBPD	36,053	434	-	-	36,487
	<u>\$ 7,595,394</u>	<u>\$ 12,637,071</u>	<u>\$ (10,953,541)</u>	<u>\$ -</u>	<u>\$ 9,278,924</u>

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 4/1/2010 4/30/2010  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039244	CITOF	CITY OF ANN ARBOR	4/1/2010	CHECK	PMCHK00001271	\$1,480.74
039276	4ALPRO	4ALL PROMOS	4/16/2010	CHECK	PMCHK00001275	\$1,066.25
039279	AGRSER	A GROWING SERVICE LLC	4/16/2010	CHECK	PMCHK00001275	\$340.00
039286	ARENDA	A-1 RENTAL, INC.	4/16/2010	CHECK	PMCHK00001275	\$40.50
039260	ADEHAR	ADELLA HARDEN	4/1/2010	CHECK	PMCHK00001272	\$100.00
039281	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	4/16/2010	CHECK	PMCHK00001275	\$118.00
039238	AMACOM	AMAZON.COM CREDIT PLAN	4/1/2010	CHECK	PMCHK00001271	\$623.64
039370	AMACOM	AMAZON.COM CREDIT PLAN	4/30/2010	CHECK	PMCHK00001279	\$422.17
039282	AMEX	AMERICAN EXPRESS	4/16/2010	CHECK	PMCHK00001275	\$77,031.18
039280	ALA	AMERICAN LIBRARY ASSOCIATION	4/16/2010	CHECK	PMCHK00001275	\$1,100.00
039261	ANDPAI	ANDERSON PAINT COMPANY	4/8/2010	CHECK	PMCHK00001273	\$182.85
039283	ANDOFF	ANDREWS OFFICE WAREHOUSE	4/16/2010	CHECK	PMCHK00001275	\$112.91
039277	AAADCL	ANN ARBOR AD CLUB	4/16/2010	CHECK	PMCHK00001275	\$40.00
039237	AACAB	ANN ARBOR CABINET CO. INC.	4/1/2010	CHECK	PMCHK00001271	\$475.00
039284	ANNARB	ANN ARBOR OBSERVER	4/16/2010	CHECK	PMCHK00001275	\$1,638.90
039278	AANEWS	ANN ARBOR.COM	4/16/2010	CHECK	PMCHK00001275	\$3,260.16
039338	ANURAJ	ANUJA RAJENDRA	4/20/2010	CHECK	PMCHK00001276	\$100.00
039285	ARBSPR	ARBOR SPRING WATER CO.	4/16/2010	CHECK	PMCHK00001275	\$67.60
039371	ARCHAMBAULT	ARCHAMBAULT	4/30/2010	CHECK	PMCHK00001279	\$1,959.97
039287	ARMCLE	ARMEN CLEANERS	4/16/2010	CHECK	PMCHK00001275	\$27.40
039255	SBC	AT&T	4/1/2010	CHECK	PMCHK00001271	\$1,102.47
039349	ATT	AT&T	4/21/2010	CHECK	PMCHK00001277	\$338.13
039352	SBC	AT&T	4/21/2010	CHECK	PMCHK00001277	\$6,852.80
039350	ATTMOB	AT&T MOBILITY	4/21/2010	CHECK	PMCHK00001277	\$1,522.58
039239	AUTRES	AUTOMATED RESOURCE MGMT, INC.	4/1/2010	CHECK	PMCHK00001271	\$100.00
039288	AUTRES	AUTOMATED RESOURCE MGMT, INC.	4/16/2010	CHECK	PMCHK00001275	\$1,002.50
039355	BANCOF	BANC OF AMERICA LEASING	4/26/2010	CHECK	PMCHK00001278	\$674.00
039356	BANCOFAMER	BANC OF AMERICA LEASING	4/26/2010	CHECK	PMCHK00001278	\$694.00
039289	BANOFAA	BANK OF ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$122.50
039240	BARRON	BARRON'S	4/1/2010	CHECK	PMCHK00001271	\$249.00
039241	BARRON	BARRON'S	4/1/2010	CHECK	PMCHK00001271	\$249.00
039291	BARRON	BARRON'S	4/16/2010	CHECK	PMCHK00001275	\$199.00
039290	BARBAG	BARRY BAGEL'S	4/16/2010	CHECK	PMCHK00001275	\$91.69
039372	BBCAUD	BBC AUDIOBOOKS AMERICA	4/30/2010	CHECK	PMCHK00001279	\$2,296.39
039262	BETMAN	BETH MANUEL	4/8/2010	CHECK	PMCHK00001273	\$35.70
039373	BETBEC	BETSY BECKERMAN	4/30/2010	CHECK	PMCHK00001279	\$100.00
039292	BIFOLKAL	BIFOLKAL PRODUCTIONS, INC	4/16/2010	CHECK	PMCHK00001275	\$48.20
039374	BLAAUD	BLACKSTONE AUDIO BOOKS	4/30/2010	CHECK	PMCHK00001279	\$638.00
039357	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/26/2010	CHECK	PMCHK00001278	\$11,034.90
039358	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/26/2010	CHECK	PMCHK00001278	\$38,133.61
039375	BOOWHO	BOOK WHOLESALERS, INC.	4/30/2010	CHECK	PMCHK00001279	\$431.45
039339	BP	BP	4/20/2010	CHECK	PMCHK00001276	\$280.50
039293	BREWER	BREWER'S	4/16/2010	CHECK	PMCHK00001275	\$342.61
039376	BRIAUD	BRIILLIANCE AUDIO, INC.	4/30/2010	CHECK	PMCHK00001279	\$1,392.81
039242	BRODCO	BRODART CO.	4/1/2010	CHECK	PMCHK00001271	\$6,554.39
039377	BRODCO	BRODART CO.	4/30/2010	CHECK	PMCHK00001279	\$2,174.48
039378	BRYPAR	BRYAN PARKHURST	4/30/2010	CHECK	PMCHK00001279	\$100.00
039294	BUSVAL	BUSCH'S, INC.	4/16/2010	CHECK	PMCHK00001275	\$452.91
039243	BUSCAR	BUSINESS CARD	4/1/2010	CHECK	PMCHK00001271	\$10,009.80
039295	CAMINN	CAMPUS INN	4/16/2010	CHECK	PMCHK00001275	\$384.00
039296	CARBRO	CARPENTER BROS.	4/16/2010	CHECK	PMCHK00001275	\$71.53
039379	CCH	CCH INCORPORATED	4/30/2010	CHECK	PMCHK00001279	\$611.55
039258	THOLEA	CENGAGE LEARNING	4/1/2010	CHECK	PMCHK00001271	\$25.46
039380	CENPOI	CENTER POINT PUBLISHING	4/30/2010	CHECK	PMCHK00001279	\$495.19
039297	CINCOR	CINTAS CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$756.60
039245	COMCAS	COMCAST	4/1/2010	CHECK	PMCHK00001271	\$223.67
039298	COMALLW	COMPUTER ALLEY WEST	4/16/2010	CHECK	PMCHK00001275	\$299.96

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039381	CONBOC	CONTINENTAL BOOK COMPANY	4/30/2010	CHECK	PMCHK00001279	\$1,372.78
039299	COTINN	COTTAGE INN CATERING SERVICES	4/16/2010	CHECK	PMCHK00001275	\$195.00
039382	DAVSTE	DAVID STEARNES	4/30/2010	CHECK	PMCHK00001279	\$100.00
039383	DEBDIE	DEBORAH DIESEN	4/30/2010	CHECK	PMCHK00001279	\$200.00
039300	DEMCO	DEMCO	4/16/2010	CHECK	PMCHK00001275	\$4,278.78
039340	DICSIE	DICK SIEGEL	4/20/2010	CHECK	PMCHK00001276	\$600.00
039275	DONDEV	DON DEVINE	4/12/2010	CHECK	PMCHK00001274	\$80.00
039246	DTEENE	DTE ENERGY	4/1/2010	CHECK	PMCHK00001271	\$39,574.37
039384	DTEENE	DTE ENERGY	4/30/2010	CHECK	PMCHK00001279	\$33,093.27
039301	DYKGOS	DYKEMA GOSSETT	4/16/2010	CHECK	PMCHK00001275	\$5,674.56
039341	DYKGOS	DYKEMA GOSSETT	4/20/2010	CHECK	PMCHK00001276	\$4,939.51
039247	EDUREC	EDUCATIONAL RECORD CENTER, INC	4/1/2010	CHECK	PMCHK00001271	\$2,400.00
039263	ELINEI	ELI NEIBURGER	4/8/2010	CHECK	PMCHK00001273	\$1,706.62
039303	ELILAW	ELITE LAWN & LANDSCAPE, INC.	4/16/2010	CHECK	PMCHK00001275	\$5,010.74
039342	ELIZSAY	ELIZABETH SAYLES	4/20/2010	CHECK	PMCHK00001276	\$500.00
039264	ERIHHEL	ERIN HELMRICH	4/8/2010	CHECK	PMCHK00001273	\$34.65
039304	FIDLAR	FIDLAR COMPANIES	4/16/2010	CHECK	PMCHK00001275	\$771.14
039305	FORFRA	FORMAT FRAMING	4/16/2010	CHECK	PMCHK00001275	\$282.27
039306	FRIBUS	FRIENDS BUSINESS SOURCE	4/16/2010	CHECK	PMCHK00001275	\$1,511.96
039307	FRIOF	FRIENDS OF THE ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$829.00
039403	THOGAL	GALE	4/30/2010	CHECK	PMCHK00001279	\$2,796.09
039385	GARISTE	GARI STEIN	4/30/2010	CHECK	PMCHK00001279	\$100.00
039273	WGRAI	GRAINGER	4/12/2010	CHECK	PMCHK00001274	\$1,352.68
039308	GRELAKE	GREAT LAKES AUTOMATIC DOOR INC	4/16/2010	CHECK	PMCHK00001275	\$662.95
039359	FIRMAR	GREEN ROAD ASSOCIATES, LP	4/26/2010	CHECK	PMCHK00001278	\$2,916.67
039309	IMPLAB	IMPACT LABEL CORP	4/16/2010	CHECK	PMCHK00001275	\$1,699.62
039386	INGLIB	INGRAM LIBRARY SERVICES INC.	4/30/2010	CHECK	PMCHK00001279	\$303.15
039360	JESBRI	JESSICA J. BRIGHT	4/26/2010	CHECK	PMCHK00001278	\$14.00
039387	JESPOC	JESSICA POCIASK	4/30/2010	CHECK	PMCHK00001279	\$100.00
039388	KATGOO	KATHRYN GOODSON	4/30/2010	CHECK	PMCHK00001279	\$100.00
039310	LAKLEA	LAKESHORE LEARNING MATERIALS	4/16/2010	CHECK	PMCHK00001275	\$206.77
039311	LEACEN	LEARNING CENTER	4/16/2010	CHECK	PMCHK00001275	\$79.00
039344	LIRZHE	LIRONG ZHENG	4/20/2010	CHECK	PMCHK00001276	\$30.50
039343	LCAESPIZ	LITTLE CAESARS PIZZA	4/20/2010	CHECK	PMCHK00001276	\$35.00
039248	LOCCAR	LOCKET CARDS	4/1/2010	CHECK	PMCHK00001271	\$20.00
039268	MARRUD	MARK RUDOLPH	4/12/2010	CHECK	PMCHK00001274	\$100.00
039389	MCM1	MCM1	4/30/2010	CHECK	PMCHK00001279	\$271.00
039351	MEGBAT	MEAGHAN BATTLE	4/21/2010	CHECK	PMCHK00001277	\$247.40
039390	MEDPRO	MEDIA PROJECTS, INC.	4/30/2010	CHECK	PMCHK00001279	\$247.00
039345	MEGHIC	MEGAN HICKS	4/20/2010	CHECK	PMCHK00001276	\$450.00
039361	METLIFE	METLIFE SBC	4/26/2010	CHECK	PMCHK00001278	\$6,830.70
039362	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	4/26/2010	CHECK	PMCHK00001278	\$1,392.54
039312	MICPRI	MICHIGAN PRINTER SERVICE	4/16/2010	CHECK	PMCHK00001275	\$84.50
039391	MIDTAP	MIDWEST TAPE	4/30/2010	CHECK	PMCHK00001279	\$80,936.05
039313	MOVUNL	MOVIES UNLIMITED	4/16/2010	CHECK	PMCHK00001275	\$24.99
039314	MPSERS	MPSERS	4/16/2010	CHECK	PMCHK00001275	\$15,553.44
039265	NEOPOST	NEOPOST, INC.	4/8/2010	CHECK	PMCHK00001273	\$234.94
039249	NEWSBAN	NEWSBANK	4/1/2010	CHECK	PMCHK00001271	\$3,550.05
039250	NICBOO	NICOLA'S BOOKS	4/1/2010	CHECK	PMCHK00001271	\$258.72
039392	NICBOO	NICOLA'S BOOKS	4/30/2010	CHECK	PMCHK00001279	\$350.24
039315	NUWAVE	NUWAVE AQUARIUMS	4/16/2010	CHECK	PMCHK00001275	\$314.99
039316	OFFDEP	OFFICE DEPOT, INC.	4/16/2010	CHECK	PMCHK00001275	\$803.79
039393	OXFUNI	OXFORD UNIVERSITY PRESS	4/30/2010	CHECK	PMCHK00001279	\$774.11
039394	PANASI	PAN ASIAN PUBLICATION (USA) IN	4/30/2010	CHECK	PMCHK00001279	\$475.02
039251	PAUBUC	PAUL J. BUCHHOLZ	4/1/2010	CHECK	PMCHK00001271	\$102.95
039252	PETKUP	PETRA KUPPERS	4/1/2010	CHECK	PMCHK00001271	\$100.00
039317	PIOJAN	PIONEER JANITORIAL SERVICE	4/16/2010	CHECK	PMCHK00001275	\$9,945.58
039253	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/1/2010	CHECK	PMCHK00001271	\$156.39
039363	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/26/2010	CHECK	PMCHK00001278	\$149.95
039318	PRITEC	PRINT TECH INC.	4/16/2010	CHECK	PMCHK00001275	\$2,168.55
039364	PRIORITY	PRIORITY HEALTH	4/26/2010	CHECK	PMCHK00001278	\$13,800.45
039266	PROINF	PROQUEST - CSA LLC	4/8/2010	CHECK	PMCHK00001273	\$10,705.00
039319	QUACOR	QUANTUM CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$7,406.00
039267	RACYAN	RACHEL YANIKOGLU	4/8/2010	CHECK	PMCHK00001273	\$57.60

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039395	RANHOU	RANDOM HOUSE, INC.	4/30/2010	CHECK	PMCHK00001279	\$2,611.42
039396	RECBOO	RECORDED BOOKS, INC.	4/30/2010	CHECK	PMCHK00001279	\$7,069.42
039320	RECANN	RECYCLE ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$268.00
039397	REPPAR	REPUBLIC PARKING	4/30/2010	CHECK	PMCHK00001279	\$130.00
039365	RICBUS	RICOH AMERICAS CORP	4/26/2010	CHECK	PMCHK00001278	\$982.89
039321	ROCTHE	ROCK THE BOOTH LLC	4/16/2010	CHECK	PMCHK00001275	\$1,100.00
039322	ROYLIM	ROYAL LIMOUSINE	4/16/2010	CHECK	PMCHK00001275	\$166.00
039254	RUTBAR	RUTH MCNALLY BARSHAW	4/1/2010	CHECK	PMCHK00001271	\$200.00
039269	RUTBAR	RUTH MCNALLY BARSHAW	4/12/2010	CHECK	PMCHK00001274	\$200.00
039398	RYAEST	RYAN ESTRADA	4/30/2010	CHECK	PMCHK00001279	\$100.00
039327	SFSTRO	S.F. STRONG, INC.	4/16/2010	CHECK	PMCHK00001275	\$1,954.55
039346	SALTOR	SALAVADOR TORRES	4/20/2010	CHECK	PMCHK00001276	\$240.00
039399	SARKEL	SARA MELTON KELLER	4/30/2010	CHECK	PMCHK00001279	\$100.00
039400	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	4/30/2010	CHECK	PMCHK00001279	\$66.00
039324	SCHSEC	SCHILKE SECURITY	4/16/2010	CHECK	PMCHK00001275	\$295.00
039323	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$749.92
039325	SCHSPE	SCHOOL SPECIALTY, INC.	4/16/2010	CHECK	PMCHK00001275	\$2,010.04
039270	SELAUTO	SELECT AUTO SERVICE	4/12/2010	CHECK	PMCHK00001274	\$86.70
039326	SERMAS	SERVICEMASTER CLEAN CARE	4/16/2010	CHECK	PMCHK00001275	\$4,373.00
039302	ELDINS	SIDESTREET DISTRIBUTING	4/16/2010	CHECK	PMCHK00001275	\$885.00
039328	SPRINT	SPRINT PCS	4/16/2010	CHECK	PMCHK00001275	\$499.88
039256	STAHAR	STADIUM HARDWARE	4/1/2010	CHECK	PMCHK00001271	\$119.25
039347	STASAK	STAN SAKAI	4/20/2010	CHECK	PMCHK00001276	\$500.00
039274	STAPLE	STAPLES BUSINESS ADVANTAGE	4/12/2010	CHECK	PMCHK00001274	\$143.64
039329	STAMIC4	STATE OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$120.00
039330	STAMIC6	STATE OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$2,646.60
039401	TANMED	TANTOR MEDIA	4/30/2010	CHECK	PMCHK00001279	\$43.99
039402	TEACOM	TEACHING COMPANY/THE//	4/30/2010	CHECK	PMCHK00001279	\$1,939.20
039257	THECLCD	THE CLCD COMPANY	4/1/2010	CHECK	PMCHK00001271	\$449.95
039331	UMICH	THE UNIVERSITY MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$1,844.92
039353	TONBIC	TONIA BICKFORD	4/21/2010	CHECK	PMCHK00001277	\$23.35
039348	TRACSYS	TRACSYSTEMS	4/20/2010	CHECK	PMCHK00001276	\$5,025.00
039404	TSAFON	TSAI FONG BOOKS, INC.	4/30/2010	CHECK	PMCHK00001279	\$1,100.23
039367	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/26/2010	CHECK	PMCHK00001278	\$1,172.45
039271	UNIPAR	UNITED PARCEL SERVICE	4/12/2010	CHECK	PMCHK00001274	\$127.84
039333	UNIPAR	UNITED PARCEL SERVICE	4/16/2010	CHECK	PMCHK00001275	\$45.35
039366	UNIPAR	UNITED PARCEL SERVICE	4/26/2010	CHECK	PMCHK00001278	\$39.04
039405	UNISTA	UNITED STATES POSTAL SERVICES	4/30/2010	CHECK	PMCHK00001279	\$5,000.00
039332	UNIDIR	UNIVERSITY DIRECTORIES	4/16/2010	CHECK	PMCHK00001275	\$895.00
039368	UNUMPRO	UNUM LIFE INSURANCE	4/26/2010	CHECK	PMCHK00001278	\$2,962.38
039272	VALSAM	VALERIE SAMSON	4/12/2010	CHECK	PMCHK00001274	\$252.00
039406	VALLINP	VALUE LINE PUBLISHING INC.	4/30/2010	CHECK	PMCHK00001279	\$538.00
039334	WASHTR	WASHTENAW COUNTY TREASURER	4/16/2010	CHECK	PMCHK00001275	\$2,681.10
039259	WASHNE	WASHTENAW NEWS COMPANY, INC.	4/1/2010	CHECK	PMCHK00001271	\$8,478.12
039335	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$1,131.01
039336	WATLAB	WATSON LABEL PRODUCTS	4/16/2010	CHECK	PMCHK00001275	\$2,017.92
039369	WESENT	WESTGATE ENTERPRISES, LLC	4/26/2010	CHECK	PMCHK00001278	\$6,855.00
039337	WORCLA	WORLD CLASS TAPES	4/16/2010	CHECK	PMCHK00001275	\$939.90
039354	XEROX	XEROX CORPORATION	4/21/2010	CHECK	PMCHK00001277	\$1,429.81

Total Checks: 170

Total Amount of Checks: \$518,075.99



## Ann Arbor District Library Budget Fiscal Year 2010-2011

### Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills. The revenue also reflects an expected drop in the Library's tax base of 6%.

All Other Revenue – Projections are based on the current years actual for each of these categories.

### Expenses:

Salaries and Wages – Given the projected decreases to the tax base for the foreseeable future and our overall competitive position in the market place we are proposing no increases.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status at the current rates. We need to continue to look for ways to contain healthcare costs. With reasonable cooperation from all covered employees we believe that costs can be kept at or below present levels.
- MPSERS employer contribution percentage of 19.41%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal – The estimated costs for next year.

Purchased Services – Includes \$48,000 for network cataloging services, \$13,000 for Brainfuse, \$23,000 for Unique Management, \$9,000 for the payroll service and \$15,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes costs for the West branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs (story times, etc.), including printing, advertising and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, computer (\$80,000) and supplies for all facilities (\$60,000).

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Circulation Supplies – This includes Lcards, book bags and circ cards for the system.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes miscellaneous departmental furniture and equipment, new computer equipment (\$120,000) and facilities improvements.

ANN ARBOR DISTRICT LIBRARY  
Statement of Revenues and Expenditures  
Operating Budget

	Proposed 2010-2011 <u>Budget</u>	Projected 2009-2010 <u>Actual</u>	<u>Variance</u>	
<b>Revenue:</b>				
Tax Collections (1.5500 mill Levy)	\$ 11,290,000	\$ 11,679,999	\$ (389,999)	-3.3%
State Aid	-	-	-	
Penal Fines	275,000	275,004	(4)	0.0%
Interest	160,000	134,472	25,528	19.0%
Copier Revenue	40,000	38,737	1,263	3.3%
Grants and Memorials	90,000	156,824	(66,824)	-42.6%
Library Fines, Fees and Other	430,000	444,023	(14,023)	-3.2%
Nonresident Fees	<u>15,000</u>	<u>17,467</u>	<u>(2,467)</u>	-14.1%
<b>Total Revenues</b>	<b>\$ <u>12,300,000</u></b>	<b>\$ <u>12,746,526</u></b>	<b>\$ <u>(446,526)</u></b>	<b>-3.5%</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 5,844,000	\$ 5,830,747	13,253	0.2%
Employee Benefits	1,500,000	1,586,863	(86,863)	-5.5%
Employment Taxes	<u>447,000</u>	<u>437,452</u>	<u>9,548</u>	2.2%
<b>Total Employment Cost</b>	<b>\$ 7,791,000</b>	<b>\$ 7,855,062</b>	<b>\$ (64,062)</b>	<b>-0.8%</b>
Custodial	\$ 220,000	\$ 201,585	18,415	9.1%
Accounting/Audit	14,000	13,500	500	3.7%
Legal Expense	75,000	71,368	3,632	5.1%
Purchased Services	113,000	103,060	9,940	9.6%
Utilities	465,000	420,528	44,472	10.6%
Property Insurance	95,000	88,780	6,220	7.0%
Communications	200,000	214,451	(14,451)	-6.7%
Materials	1,850,000	1,832,353	17,647	1.0%
Software Licenses/Maintenance	130,000	152,375	(22,375)	-14.7%
Building Rental	155,000	123,043	31,957	26.0%
Seminars/Conferences/Training/Travel	23,000	31,568	(8,568)	-27.1%
Copier Expense	62,000	55,548	6,452	11.6%
Library Programming	250,000	290,517	(40,517)	-13.9%
Grant and Memorial Expenses	90,000	61,777	28,223	45.7%
Supplies	184,000	207,415	(23,415)	-11.3%
Repair and Maintenance	265,000	264,323	677	0.3%
Postage	30,000	21,764	8,236	37.8%
Circulation Supplies	75,000	64,007	10,993	17.2%
Other Operating Expenditures	<u>23,000</u>	<u>22,617</u>	<u>383</u>	1.7%
<b>Total Operating Expense</b>	<b>\$ 4,319,000</b>	<b>\$ 4,240,579</b>	<b>\$ 78,421</b>	<b>1.8%</b>
Capital Outlays	<u>190,000</u>	<u>234,843</u>	<u>(44,843)</u>	-19.1%
<b>Total Expenditures</b>	<b>\$ <u>12,300,000</u></b>	<b>\$ <u>12,330,484</u></b>	<b>\$ <u>(30,484)</u></b>	<b>-0.2%</b>
<b>Net</b>	<b>\$ -</b>	<b>\$ 416,042</b>	<b>\$ (416,042)</b>	<b>-100.0%</b>

Ann Arbor District Library  
2010-2011 Budget

	Salaries	Wages	Benefits/ FICA	Custodial and Electrical	Audit	Legal	Purchased Services	Utilities	Property Insurance	Communi- cations	Materials
Traverwood	-	-	-	-	-	-	-	60,000	-	-	-
Malletts Creek	-	-	-	-	-	-	-	57,000	-	-	-
Pittsfield	-	-	-	-	-	-	-	60,000	-	-	-
West	-	-	-	-	-	-	-	20,000	-	-	-
O & NS	227,860	-	-	-	-	-	-	-	-	-	-
Access & User Serv	956,574	250,033	-	-	-	-	48,300	-	-	-	1,735,000
Youth	510,090	25,925	-	-	-	-	12,500	-	-	-	-
Circulation	1,118,300	744,690	-	-	-	-	23,025	-	-	-	100,000
Community Relations	257,854	57,634	-	-	-	-	-	-	-	-	-
Information Access	597,132	13,120	-	-	-	-	-	-	-	200,000	15,000
Finance & HR	324,369	-	1,947,000	-	14,000	-	19,175	-	95,000	-	-
Facilities/Security	333,571	139,498	-	220,000	-	-	-	268,000	-	-	-
Administration	274,387	12,963	-	-	-	75,000	10,000	-	-	-	-
Board	-	-	-	-	-	-	-	-	-	-	-
	4,600,137	1,243,863	1,947,000	220,000	14,000	75,000	113,000	465,000	95,000	200,000	1,850,000

Ann Arbor District Library  
2010-2011 Budget

	Software Maint.	Building Rental	Seminars/ Conf./ Travel	Copier Expense	Library Programs	Grant and Memorial Expense	Supplies	Repair and Maint.	Postage	Lcards/ Circ Cards	Other Operating Exp.	Capital Outlays	Total
Traverwood	-	-	-	-	-	-	-	-	-	-	-	-	60,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	-	57,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	-	60,000
West	-	110,000	-	-	-	-	-	-	-	-	-	-	130,000
O & NS	-	-	1,000	-	-	-	27,700	-	-	-	100	-	256,660
Access & User Serv	-	-	800	-	-	-	2,800	-	-	-	3,400	-	2,996,907
Youth	-	-	1,800	-	-	-	2,500	-	-	-	-	-	552,815
Circulation	-	-	500	-	-	-	6,000	750	-	75,000	4,000	-	2,072,265
Community Relations	-	-	500	-	250,000	90,000	3,500	400	-	-	100	-	659,988
Information Access	130,000	-	2,000	60,000	-	-	80,000	15,000	-	-	-	120,000	1,232,252
Finance & HR	-	-	15,400	-	-	-	-	-	-	-	6,900	-	2,421,844
Facilities/Security	-	-	500	2,000	-	-	60,000	248,850	30,000	-	-	70,000	1,372,419
Administration	-	45,000	500	-	-	-	1,500	-	-	-	6,000	-	425,350
Board	-	-	-	-	-	-	-	-	-	-	2,500	-	2,500
	130,000	155,000	23,000	62,000	250,000	90,000	184,000	265,000	30,000	75,000	23,000	190,000	12,300,000
	=	=	=	=	=	=	=	=	=	=	=	=	=

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-225**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR  
2010-2011 OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 17, 2010, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2011, as presented.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-226**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY TAXING  
AUTHORITIES**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2010-2011 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

**THE BOARD RESOLVES AS FOLLOWS:**

- 1.) That as to the 2010-2011 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2010, except as subsequently altered or amended by appropriate certification.

- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-227**

**RESOLUTION OF AMENDMENT OF LIBRARY DISTRICT BOUNDARIES TO  
EXCLUDE TERRITORY LOCATED WITHIN THE LEGAL BOUNDARIES OF A  
PUBLIC LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

**I. Amendment of Territorial Boundaries of Library District**

WHEREAS, the Ann Arbor District Library ("Library") was established under the District Library Establishment Act, being sections 397.171 to 397.196 of the Michigan Compiled Laws ("DLEA") and pursuant to a duly executed District Library Agreement effective November 1, 1995;

WHEREAS, the Library was recognized by the legislative counsel created by the legislative counsel act, Act No. 268 of the Public Acts of 1986, being sections 4.1101 to 4.190 of the Michigan Compiled Laws prior to December 29, 1997;

WHEREAS, at the time the Library was established, the DLEA provided that a portion of a township, city, or village to be included in a district library district shall be bounded by township boundaries, city boundaries, or village boundaries, respectively, and by existing district library or school district public library boundaries.

WHEREAS, the District Library Agreement provided that the Library district is comprised of all that territory which is located in the jurisdictional limits of the Ann Arbor Public Schools, and which shall from time to time hereafter become located therein;

WHEREAS, the DLEA was amended effective December 29, 1997, pursuant to Act No. 160 of the Public Acts of 1997, to add new subsection 10 being Section 397.173(10) of

the Michigan Compiled Laws, to allow a district library recognized by the legislative council before December 29, 1997 to amend its boundaries to eliminate territory located within the legal boundaries of a public library or another district library district, if that public library or other district library is recognized by the Michigan Department of History, Arts, and Libraries (“Department”) as lawfully established for the purposes of the distribution of state aid and penal fines;

WHEREAS, legislative history for Act No. 160 of the Public Acts of 1997 indicates that the intent of Michigan Compiled Laws Section 397.173(10) is to address the issue of overlapping library territories and to provide a means of setting and changing district library boundaries so as to avoid such overlapping;

WHEREAS, the Northfield Township Area Library is a public library recognized by the Department as lawfully established for the purposes of distribution of state aid and penal fines;

WHEREAS, the legal boundaries of the Library, which are coterminous with the jurisdictional limits of the Ann Arbor Public Schools, includes territory within the legal boundaries of the Northfield Township Area Library as evident in Exhibit A, which is attached and incorporated by reference herein;

WHEREAS, the Board of Trustees has determined that it would be in the best interest of the Library to amend its boundaries to exclude that territory which is within the legal boundaries of the Northfield Township Area Library so that such overlapping territory does not reside within more than one library jurisdiction;

WHEREAS, upon information and belief, access to circulating materials will not be prevented by the proposed amendment to the boundaries of the Library district notwithstanding changes to services provided by the State of Michigan as, currently, Northfield Township Area Library is a member of The Library Network Consortium of multi-type libraries in southeastern Michigan and participates in a shared catalog with other member libraries;

WHEREAS, upon information and belief, Northfield Township Area Library also participates in the statewide resource sharing system MeLCat of which the Library is a member library so that Northfield Township residents have access to millions of titles held in libraries across Michigan through the MeLCat system, with usual delivery between libraries within a three to five day period;

WHEREAS, all programs and events at the Library are provided at no cost to the general public and such programs and events are not restricted to residents of the Library district so that residents of Northfield Township may continue to enjoy Library programs and

events on the same basis as other members of the general public if the Library district boundaries are amended as proposed;

WHEREAS, Exhibit A, attached and incorporated by reference herein, is a copy of a map or drawing that is no smaller than 8-1/2 by 11 inches or larger than 14 by 18 inches that clearly shows the existing territory of the Library district;

WHEREAS, Exhibit B, attached and incorporated by reference herein, is a copy of a map or drawing that is no smaller than 8-1/2 by 11 inches or larger than 14 by 18 inches that clearly shows the proposed amended boundaries of the Library district if this Resolution is adopted and effective pursuant to Michigan Compiled Laws Section 397.173(10); and

WHEREAS, as certified by the Treasurer of the Library in the form attached as Exhibit C, the Library has either not levied debt retirement taxes for bonded indebtedness of the Library district or any such bonds are fully redeemed as of the date of this Resolution;

NOW THEREFORE, BE IT RESOLVED THAT, the Library amends its boundaries from those marked in Exhibit A to those marked in Exhibit B and to exclude from the district that territory which is within the legal boundaries of the Northfield Township Area Library, a public library recognized by the Department as lawfully established for the purposes of the distribution of state aid and penal fines.

FURTHER RESOLVED THAT, the Board of Trustees directs the Library Director to file with the State Librarian a copy of this resolution together with the maps of the existing and proposed territory of the Library district, attached and incorporated by reference herein as Exhibit A and Exhibit B, respectively.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

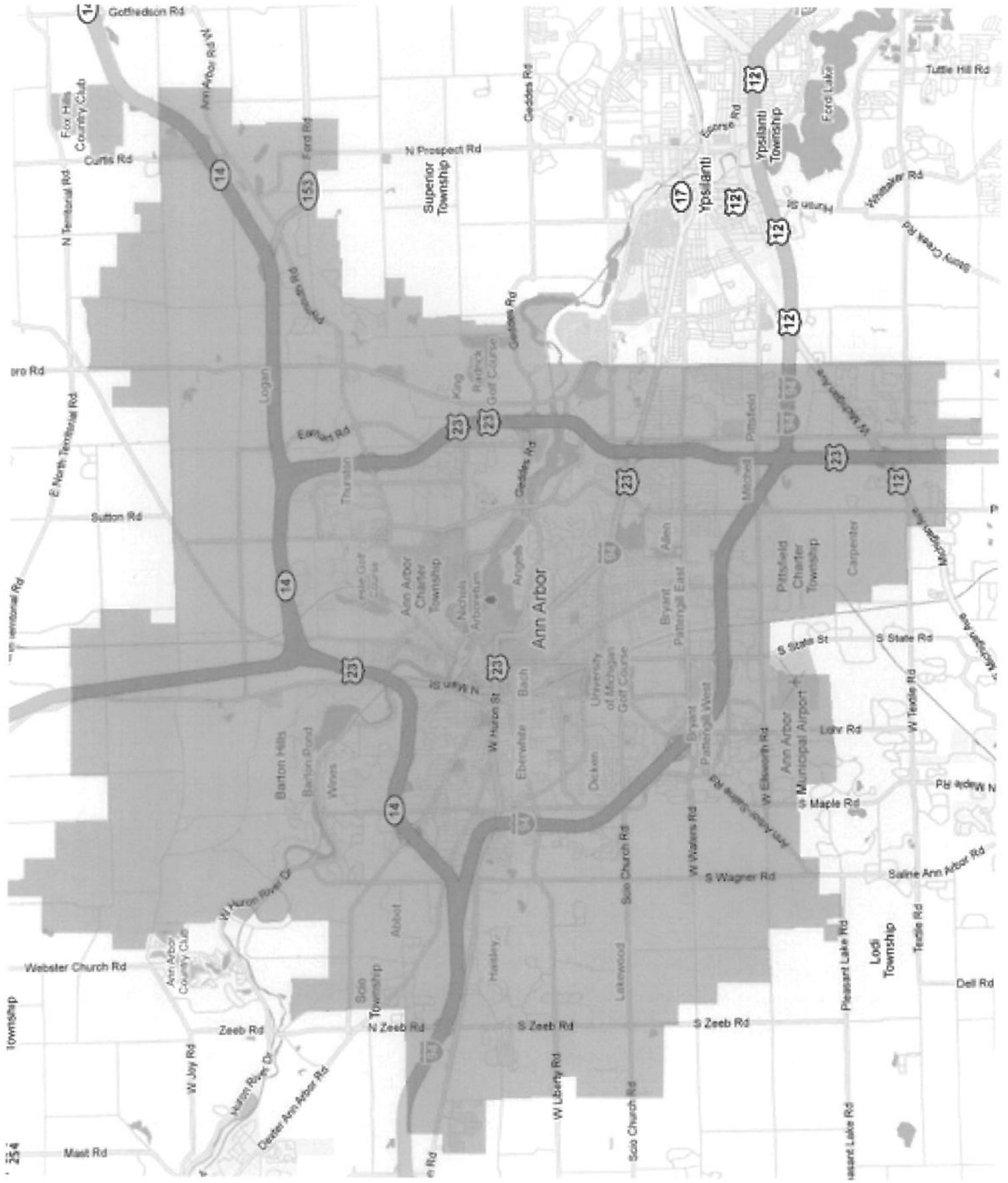
NAYS:

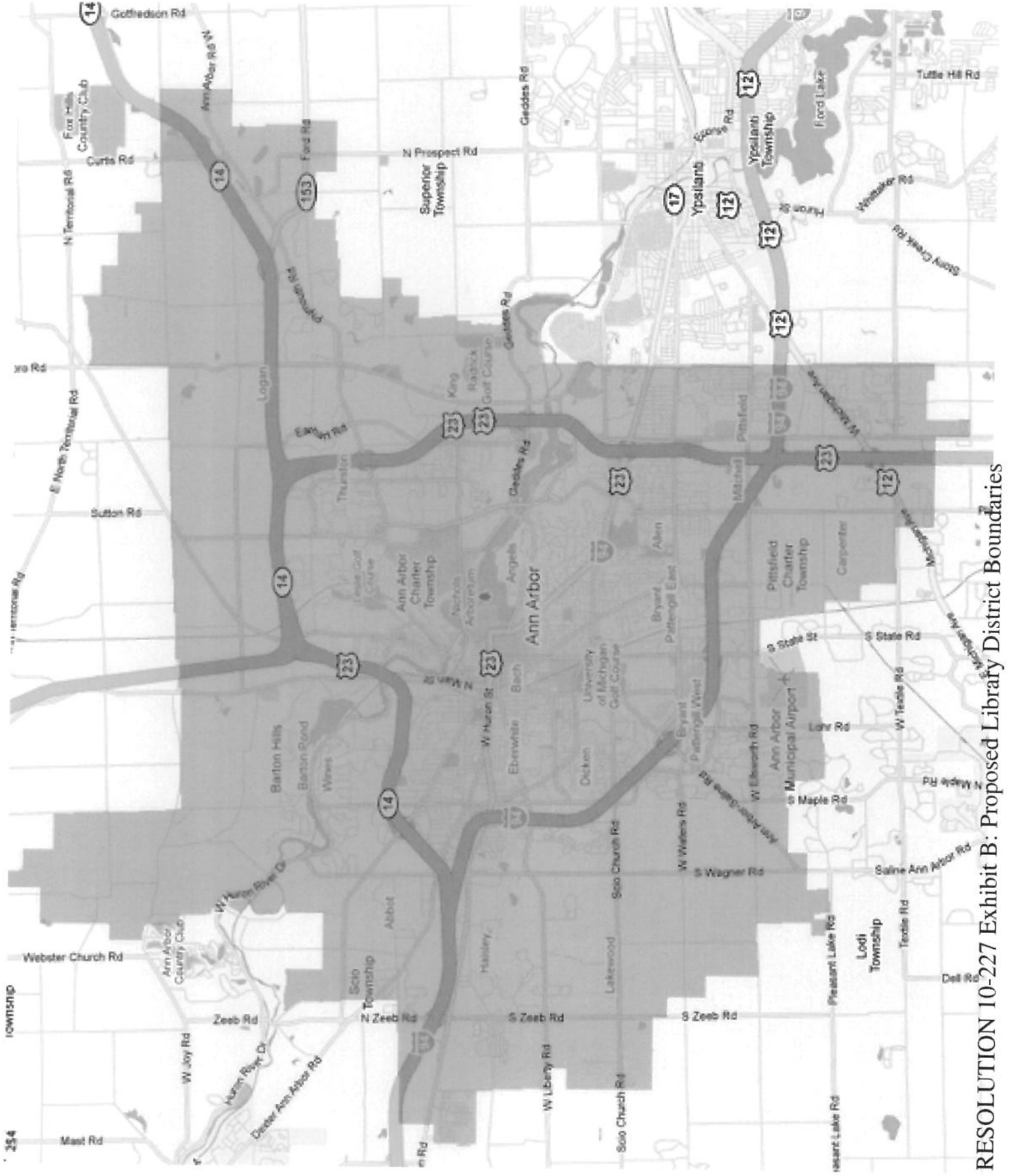
RESOLUTION DECLARED ADOPTED.

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Secretary

RESOLUTION 10-227 Exhibit A: Existing Library District Boundaries





RESOLUTION 10-227 Exhibit B: Proposed Library District Boundaries

**RESOLUTION 10-227 EXHIBIT C**

**BOARD OF TRUSTEES OF THE ANN ARBOR DISTRICT LIBRARY**

**CERTIFICATE OF THE TREASURER  
RE NO BOND INDEBTEDNESS**

The undersigned, Prudence Rosenthal, does hereby certify that:

1. She is the duly elected, qualified and acting Trustee and Treasurer of the Board of Trustees of the Ann Arbor District Library ("Library"), a district library established pursuant to Michigan Compiled Laws Sections 397.171 to 397.196, and as such Treasurer, she has knowledge of the financial affairs of the Library, including any bonded indebted of the Library.

2. The Library has not levied debt retirement taxes for bonded indebtedness of the Library district since the Library was established effective November 1, 1995, or any such bonds have been fully redeemed as of the date of this Certificate.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Certificate on this \_\_\_ day of May, 2010.

\_\_\_\_\_  
Prudence Rosenthal, Trustee and Treasurer

I, Margaret Leary, do hereby certify that I am a Trustee and the Secretary of the Board of Trustees of the Ann Arbor District Library ("Library") and that the signature subscribed to the foregoing Certificate, purporting to be the signature of Prudence Rosenthal, is hers genuine signature and that Prudence Rosenthal is the duly elected, qualified and acting Treasurer of the Board of the Library.

\_\_\_\_\_  
Margaret Leary, Trustee and Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-228**

**RESOLUTION TO ADOPT THE 2010-2011 BUDGET AS A LINE ITEM BUDGET  
AND COMPLIANCE OF DISBURSEMENTS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2010-11 the total amount of \$12,300,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Associate Director of Finance of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for

payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Secretary



# ANN ARBOR DISTRICT LIBRARY BOARD OF TRUSTEES

## BYLAWS

### ARTICLE I NAME AND LOCATION

**1.1 Authority.** This organization was formed by Agreement between Ann Arbor Public Schools and the City of Ann Arbor, dated November 1, 1995 (the “Agreement”). For purposes of these Bylaws, the Ann Arbor Public Schools and the City of Ann Arbor may each be referred to as a Participating Municipality in accordance with Section 2 of the District Library Establishment Act, Michigan Compiled Laws Annotated §397.171 *et seq.* (the “Act”). The language of the statutes used is as it exists on the date of the revised Bylaws; any amendments to the statutes supersede the text of the Bylaws.

**1.2 Name.** In accordance with terms of the Agreement, this organization shall be called the Ann Arbor District Library.

**1.3 Purposes.** The Ann Arbor District Library Board of Trustees (the “Board of Trustees”) shall govern operations of the Ann Arbor District Library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the Agreement and the Act.

**1.4 District Served.** The Ann Arbor District Library shall serve the district which is comprised of all that territory located in the jurisdictional limits of the Ann Arbor Public Schools as such limits may exist from time to time, or such other boundaries as may be determined by the voters.

**1.5 Dissolution.** The Ann Arbor District Library may be dissolved and assets of the Ann Arbor District Library distributed in accordance with the Agreement and applicable provisions of the Act.

### ARTICLE II POWERS AND DUTIES; FISCAL MATTERS

**2.1 Powers and Duties.** The Board of Trustees shall have the power and authority to do and perform the following acts, tasks and functions as described in Sec. 12 of the Act, MCLA 397.182:

- (a) Establish, maintain, and operate a public library for the District;
- (b) Appoint and remove officers from among its members;
- (c) Appoint and remove a Library Director and fix his or her compensation;
- (d) Purchase, sell, convey, lease or otherwise acquire or dispose of real or personal property including, but not limited to, land contracts and installment purchase contracts;
- (e) Erect buildings;
- (f) Supervise and control Ann Arbor District Library property;
- (g) Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the District (MCLA 397.182 sect 12(1));
- (h) Adopt bylaws and regulations, not inconsistent with the Act, governing the Board of Trustees and the Ann Arbor District Library;
- (i) Propose and levy upon approval of the electors as provided in the Act, a tax for support of the Ann Arbor District Library;
- (j) Borrow money pursuant to the District Library Financing Act (1988 P.A. 265, MCLA 397.281 to 397.290);
- (k) Issue bonds pursuant to 1988 P.A. 265, MCLA 397.281 to 397.290;
- (l) Accept gifts and grants for the Ann Arbor District Library; and
- (m) Do any other thing necessary for conducting the Ann Arbor District Library service, the cost of which shall be charged against the Ann Arbor District Library Fund.

**2.2 Fiscal Authority.** Money for the Ann Arbor District Library shall be paid to the Board of Trustees and deposited in a fund designated as the Ann Arbor District Library fund. The Board of Trustees shall have exclusive control of the expenditure of money deposited in the Ann Arbor District Library fund, including the authority to prepare budgets and final authority as to the expenditure of such funds. The Board of Trustees shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended. The Board of Trustees shall be responsible for establishing the approval process for all financial expenditures.

**2.3 Fiscal Year.** The fiscal year for the Ann Arbor District Library shall be the annual period commencing July 1 and ending the following June 30 of each year.

**ARTICLE III**  
**BOARD MEMBERSHIP**

**3.1 Composition.** In accordance with the Act and the Agreement, the Board of Trustees shall consist of seven (7) members elected at large from the District. Board members shall be elected on nonpartisan ballots. A nomination for the office of Board member shall be in accordance with the requirements of Sections 8 (MCLA 397.178) and 11 (MCLA 397.181) of the Act. A candidate for appointment or election to the Board of Trustees shall be a resident of the District.

**3.2 Terms.** Board members shall be elected for staggered terms in accordance with Section 11 (MCLA 397.181) of the Act at school board elections and, except as provided in Section 3.3, Board members shall serve for four (4) year terms that begin at the same time as those terms of office of members of the Board of Education of the Ann Arbor Public Schools elected at the same election.

**3.3 Vacancies.** A vacancy shall occur on the Board of Trustees in the event any Trustee is removed from office in accordance with Section 3.3b of these Bylaws, resigns, dies, is convicted of a felony, ceases to be a resident of the District, or for such other reason as permitted by law.

**a. Resignation.** Resignation from the Board of Trustees shall be by written letter submitted to the President of the Board of Trustees. The resignation shall be effective upon receipt of such notice by the President.

**b. Removal.** In accordance with Section 8(2) (MCLA 397.178(2)) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the Board of Trustees for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. A member of the Board of Trustees also may be removed by being recalled pursuant to Section 14 of the Act.

**c. Filling vacancies.** (MCLA 397.181 Sec. 11 (1) h (i and ii)) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

i. The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.

ii. A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

**3.4 Compensation.** The Board of Trustees may compensate Trustees for attending official meetings of the Board or committees of the Board and shall include the amount of compensation, if any, in the annual budget. Compensation shall not exceed \$30.00 per Board member per meeting. A Trustee shall not be compensated for attending more than 52 meetings per year. The Board of Trustees also may reimburse a Trustee for necessary expenses that the Trustee incurs in the performance of official duties.

**3.5 Conflict of Interest and Commitment.** No member of the Board of Trustees or his or her immediate family member shall benefit financially from the Trustee's membership on the Board, or create the appearance of a conflict of interest or commitment, or of impropriety. If a Trustee or his or her immediate family member is being considered for a contract or other financial relationship with the Ann Arbor District Library, that Trustee must disclose to the full Board of Trustees that he or she has a conflict of interest. A Trustee with a conflict of interest shall not vote on any matters concerning the conflict of interest or commitment, although a Trustee with a conflict of interest may participate in discussions regarding such matters after disclosing the conflict and may answer questions that may be raised by other members of the Board of Trustees regarding the matter. The Board of Trustees may adopt specific policies and procedures to further address potential conflicts of interest.

**3.6 Execution of Contracts.** The Board of Trustees may in any instance designate one or more members to execute contracts and other instruments on behalf of the Board, and such authority may be general or confined to specific transactions. The Board of Trustees may also ratify any execution. When the execution of any instrument has been authorized without specifying the executing officers or agents, the President, Vice President, Secretary or Treasurer of the Board of Trustees may execute such instrument on behalf of the Ann Arbor District Library, and any of the foregoing officers may delegate such authority to the Library Director.

#### **ARTICLE IV** **OFFICERS**

**4.1 Elected Officers.** The Board of Trustees shall elect a President, Vice President, Secretary and Treasurer. Officers shall be regularly appointed or elected and voting members of the Board of Trustees.

**4.2 President.** The President shall preside at all meetings of the Board, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer. The President shall have the power and authority, on behalf of the Board of Trustees, to perform all acts, execute and deliver all documents and take all steps necessary and appropriate to effectuate the actions and policies of the Board.

**4.3 Vice President.** The Vice President shall assume the duties of the President in his or her absence. In the event of resignation, removal, disability, or death of the President,

the Vice President shall assume the office of President for the unexpired portion of the vacated term.

**4.4 Secretary.** The Secretary shall see that a true and accurate account of all proceedings at Board of Trustee meetings is kept and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the Board of Trustees. In compliance with any requirements of state law regarding the holding of meetings of public bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of the majority of the Board, the Secretary may delegate any of those responsibilities to the Library Director.

**4.5 Treasurer.** The Treasurer shall have charge of the funds of the Ann Arbor District Library, providing for their safe custody and investment as directed by the Board of Trustees, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Ann Arbor District Library funds through a system of vouchers presented by authorized personnel. A record of all monies received or deposited to the Ann Arbor District Library funds shall be kept by the Treasurer, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for his or her by State or Federal law and these Bylaws. With the approval of a majority of the Board of Trustees, the Treasurer may delegate any of these responsibilities to the Library Director.

**4.6 Terms of Office.** All officers shall serve for a one (1) year term. Election of officers shall occur at the annual meeting of the Board of Trustees. Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time that the officer's successor has been duly elected or appointed. No officer shall serve more than two (2) consecutive terms in the same office.

**4.7 Vacancies.** In the event of the death, resignation, removal or other inability to serve of any officer, vacancies in any office shall be filled by the Board of Trustees at its next regular meeting following the occurrence of a vacancy, except for the office of President, in which case the Vice President shall assume the duties of the office for the unexpired term. A successor Vice President shall be elected to fill any vacancy so created in that office.

**4.8 Resignation; Removal.** Resignation from office shall be by written letter submitted to the Board of Trustees. Any officer may be removed with or without cause by the vote of two-thirds (2/3) of the members of the Board of Trustees then in office at any regular or special meeting.

**ARTICLE V**  
**MEETINGS**

**5.1 Annual and Regular Meetings.** The annual meeting of the Board of Trustees shall be the first meeting of each new calendar year. At the annual meeting, the Board of Trustees shall determine the schedule of regular meetings of the Board of Trustees for the upcoming year. Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times and places of all regular meetings scheduled for the ensuing year. (MCLA 15.265(2)) If there is a change in the schedule of regular meetings, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of the regular meetings for that year.

**5.2 Special Meetings.** Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for the special meeting. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary. No business may be conducted at a special meeting except the business specified in the notice of the meeting.

**5.3 Notice of Regular Meetings.** Notice of regular meetings, including an agenda, shall be posted in a public place and shall be distributed by the Secretary to all members of the Board of Trustees at least four (4) days before the regular meeting.

**5.4 Agenda for Regular Meetings.** The agenda for regular meetings shall include the following items:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Financial report
- Committee reports
- Old Business
- New Business
- Adjournment

**5.5 Quorum.** No official business shall be conducted without a quorum of the Board being present at the meeting. For all meetings, both regular and special, four (4) members of the Board of Trustees shall constitute a quorum for the transaction of business.

**5.6 Voting.** Each member present at a Board meeting shall vote yes or no unless the member has declared a conflict of interest that precludes voting per Section 3.5. Each member of the Board of Trustees shall have one (1) vote and the act of a majority of the Board at any

meeting at which a quorum is present shall be the act of the Board of Trustees except as otherwise provided by these Bylaws or as required by Michigan law. All votes of members of the Board of Trustees shall be recorded and shall become matters of public record. In case of emergency, if Board action is needed and a Board meeting cannot be convened on an emergency basis, with the concurrence of the President, members of the Board of Trustees may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members prior to initiating the emergency polling procedure. Any action taken on an emergency basis pursuant to this procedure shall be ratified by the Board of Trustees at the next Board meeting.

**5.7 Rules of Procedure.** The Board shall use *Robert's Rules of Order Newly Revised (10th ed.)* as guidelines for the conduct of meetings.

## **ARTICLE VI** **COMMITTEES**

**6.1 Designation of Committees.** The following standing committees shall serve the Board of Trustees: (1) Budget and Finance Committee; (2) Director's Evaluation Committee; (3) Policy Committee and (4) Executive Committee. In addition to the foregoing standing committees, the Board of Trustees may establish such special committees and subcommittees from time to time as it shall deem necessary or appropriate.

**6.2 Committee Functions.** The Board of Trustees shall define the powers and responsibilities of all committees and subcommittees. All committees and subcommittees, whether standing or special, shall serve in an advisory capacity to the Board of Trustees. No committee or subcommittee shall have authority to take final action with respect to any matter or have the power to decide or deliberate public policy on behalf of the Board of Trustees. Each committee shall present recommendations to the Board of Trustees for deliberation and action by the Board in accordance with Section 6.5 and the Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

**6.3 Committee Members; Chairpersons.** Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and special committees from a list of proposed committee members prepared in consultation with the Library Director. All appointments to standing committees shall be consistent with membership requirements described in Section 6.6 of these Bylaws. Committees may, but need not, be composed solely of members of the Board of Trustees. Any committee member appointed by the Board of Trustees and any committee chairperson may be removed by a majority vote of the Board of Trustees with or without cause at any time. Individuals appointed by the Board of Trustees to serve on standing and special committees shall make every effort to attend scheduled committee meetings. Upon invitation by the committee chairperson, individuals other than appointed committee members may attend committee meetings.

**6.4 Call and Notice of Committee Meetings.** Committees and subcommittees shall meet in accordance with a schedule established by the committee or subcommittee and with such frequency as they deem appropriate to effectively discharge their functions, or as required by these Bylaws or by Board resolution. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof. The chairperson of any committee or the President may call a special meeting of any committee. Notice of the time and place of a special meeting of the committee shall be given to each committee member in advance of the meeting by any means, including mail, telephone, facsimile transmission, or e-mail, which can be reasonably expected to provide the committee members with actual advance notice of the meeting. Notice of any meeting of a committee may be waived in writing before or after the meeting. Attendance at a meeting constitutes waiver of notice of the meeting, except where the purpose of the attendance is to object to the holding of the meeting.

**6.5 Meetings of Committees.** A quorum for a committee meeting shall consist of a least one (1) Trustee member appointed to the committee. At each meeting of the Board of Trustees, each committee chairperson shall deliver a verbal report to the Board of Trustees with respect to activities of the Committee since the last Board meeting. Verbal reports as to committee activities shall be presented prior to deliberation and voting by the Board on committee recommendations. Each verbal report shall summarize the recommendations of the committee. If the committee was unable to agree as to its recommendations to the Board of Trustees, the verbal report shall briefly summarize the majority and minority views of the committee with respect to that issue. Any committee may submit a written report to the Board in lieu of the verbal report described herein.

**6.6 Charge and Responsibilities of Standing Committees.**

**6.6.1 Budget and Finance Committee.** The Budget and Finance Committee shall consist of three (3) Trustees, the Library Director, the chief financial officer of the Library and such other persons, including members of the Library staff and members of the public having expertise in matters within the scope of the committee's duties, as the Board may deem appropriate. The Budget and Finance Committee shall (i) make recommendations to the Board on the adoption of the annual budget; (ii) review long-term plans for capital expenditures and make recommendations to the Library Director and the Board; (iii) review and advise the Board on financial policies and financial matters, such as insurance requirements, banking relationships, accounting practices, investment policies, internal controls, borrowings, millage and election issues and other similar matters; (iv) develop the basis for the operating millage proposal to be submitted to the electors of the Ann Arbor Library District; and (v) provide the necessary data to enable the Board to select financing for new buildings and properties, the amount and form of such financing, and procedures for approval of proposed financing by electors, if required.

**6.6.2 Director's Evaluation Committee.** The Committee shall consist of three (3) Trustees, and such other persons, as the Board may deem appropriate. The



Director's Evaluation Committee shall serve to advise the Board of Trustees with respect to the Library Director's performance appraisal by collecting relevant information from the Director and Board, organizing the evaluation materials and communicating the draft evaluation document to the Board for its consideration and approval.

**6.6.3 Policy Committee.** The Policy Committee shall consist of three (3) Trustees and the Library Director. The Policy Committee shall annually review all Library policies except those within the jurisdiction of the Budget and Finance Committee, and make recommendations for policy changes to the Board of Trustees. The Library Director shall bring to the Policy Committee for review any procedures or practices which affect policy.

**6.6.4 Executive Committee.** The Executive Committee shall consist of the President, and any two Elected Officers. The Executive Committee shall assist in the preparation of the agenda for annual, regular, and special meetings, and shall perform such other tasks as the President or the Board of Trustees shall from time to time determine.

**6.7 Special Committees.** The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Special committees shall review matters within the scope of their assigned work and advise the Board of Trustees and the Library Director thereon. All special committees shall abide by the general committee procedures described in Sections 6.2 through 6.5 of these Bylaws. All special committees shall disband when they have completed the work for which they were appointed.

## **ARTICLE VII** **LIBRARY DIRECTOR**

**7.1 Appointment.** The Library Director shall be appointed by the Board of Trustees and shall be considered to be the executive officer of the Ann Arbor District Library.

**7.2 Duties and Authority of the Library Director.** The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Library Director shall be responsible for the care of the building and equipment; for the employment, development and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board a written annual report of the Library, including the audited financial statements.

**7.3 Attendance at Board Meetings.** The Library Director or the Library Director's representative shall attend all meetings of the Board of Trustees.

**ARTICLE VIII**  
**MISCELLANEOUS**

**8.1 Immunity.** The Board of Trustees, its individual trustees, officers, agents, employees and volunteers (the “AADL Agents”) shall be immune from tort liability for injuries to persons or damages to property caused by the AADL Agents while in the course of employment or service or volunteer while acting on behalf of the Ann Arbor District Library provided that the AADL Agent is acting or reasonably believes he or she is acting within the scope of his or her authority in furtherance of the purposes of the Ann Arbor District Library and the AADL Agent’s conduct does not amount to gross negligence that is the proximate cause of the injury or damage. As used in this Section, “gross negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

**8.2 Insurance.** The Board of Trustees may purchase and maintain liability insurance to indemnify and protect the Board of Trustees and the individuals trustees, officers, committee and subcommittee members, employees, volunteers and agents of the Board of Trustees and the Ann Arbor District Library (the “AADL Agents”) against any liability asserted against the Ann Arbor District Library and the AADL Agents and incurred by such individuals in any such capacity or arising out of such status with respect to the Ann Arbor District Library, whether or not the Ann Arbor District Library would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Michigan.

**8.3 Indemnification.**

- (a) Each person who is or was a trustee, officer, committee or subcommittee member, employee, volunteer or agent of the Board of Trustees and the Ann Arbor District Library and each person who serves or has served at the request of the Board of Trustees (the “AADL Agents”) shall be indemnified by the Ann Arbor District Library to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time for all actions taken by any AADL Agent which he or she reasonably believes to be within the scope of his or her authority, and if an employee within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person. For purposes of this Section, “gross negligence” shall have the meaning specified in Section 8.1 of these Bylaws.
- (b) Whenever a claim is made or a civil action is commenced against an AADL Agent for injuries to persons or property caused by alleged negligence of the AADL Agent while in the course of that individual’s authority or, if an employee, within the scope of the employee’s employment, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the claim and to

appear for and represent the AADL Agent in the action. The Board of Trustees may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an AADL Agent as a result of a civil action for personal injuries or property damage caused by the AADL Agent while acting within his or her authority or, if an employee, within the scope of his or her employment, the Board of Trustees may indemnify the AADL Agent or pay, settle, or compromise the judgment.

- (c) Whenever a criminal action is commenced against an AADL Agent based upon his or conduct while acting within the scope of his or her authority, or if an employee, within the scope of his or her employment, if the AADL Agent had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the action, and to appear for and represent the AADL Agent in the action.

**8.4 Amendments.** These Bylaws may be amended by the Board of Trustees upon a vote of two-thirds (2/3) of the Trustees voting at a meeting for which notice was duly provided and at which a quorum is present, provided that no amendment shall be adopted which is inconsistent with the Agreement or the Act. Amendments shall become effective immediately upon approval by the Board of Trustees unless the Board specifies an alternative effective date.

Approved by the Ann Arbor District Library Board of Trustees

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Secretary

*Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001 and November 19, 2007.*

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**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-229**

**RESOLUTION TO ADOPT REVISED BOARD BY-LAWS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

A revised form of Bylaws has been presented to the Board and it is attached to this Resolution 10-229.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves the Revised Bylaws as amended.
- 2.) The Bylaws shall be filed with the Secretary of the Board or authorized delegate with its minutes.
- 3.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary

Ann Arbor District Library  
Conflict of Interest Policy  
Library Administrative Employees

### I. Application of Policy

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to the Library and its operations, with respect to potential conflicts of interest involving Library Administrative Employees (as defined below).

This policy applies to Library Administrative Employees with significant decision-making authority as follows: Director, Associate Director, Administrative Assistant, Manager, Staffing Coordinator, and Purchasing Agent (collectively, "Administrative Employees"). Persons covered under this policy, as well as their relatives and associates, may be referred to in this policy as "interested parties."

### II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the Library. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

- A. Financial Interests - A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by the Library. Examples include situations where:
- The Library contracts to purchase or lease goods, services, or properties from an interested party.
  - The Library offers employment or compensation to an interested party or an entity with which the interested party has a direct or indirect financial interest, other than a person who is already employed by the Library.
  - An interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business or seeks to do business with the Library. The preceding shall not apply to tokens of appreciation having an aggregate value of \$75 or less.
  - An interested party is gratuitously provided use of the facilities, property, or services of the Library, except in accordance with Library policies as to public use of Library facilities and property.
  - The Library adopts a policy that financially benefits an interested party.

A financial interest is not necessarily a conflict of interest. A financial conflict of interest exists only when there is a determination of an actual conflict of interest pursuant to this policy.

Ann Arbor District Library  
Conflict of Interest Policy  
Library Administrative Employees

- B. Other Interests - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the Library. Examples include where:
- An interested party seeks to obtain preferential treatment by the Library or recognition for himself/herself or another interested party.
  - An interested party seeks to make use of confidential information obtained from the Library for his/her own benefit (not necessarily financial) or for the benefit of another interested party.
  - An interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to the Library.
  - The Library adopts a policy that provides a significant nonfinancial benefit to an interested party.

Again, a conflict of interest exists only when there is a determination of an actual conflict of interest pursuant to this policy.

## II. Disclosure of Potential Conflicts of Interest

Each Administrative Employee is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known. For Administrative Employees other than the Library Director, any potential conflict of interest (as defined in this policy) shall be disclosed to the Library Director. In the case of the Library Director, any potential conflict of interest (as defined in this policy) shall be disclosed to the Board Chair.

In addition to the continuing obligation to disclose potential conflicts of interest, each Administrative Employee shall complete the Affirmation of Compliance (Appendix A) upon his/her association with the Library and annually thereafter.

## IV. Procedures for Review of Potential Conflicts

Where the potential conflict involves an Administrative Employee other than the Library Director, the Library Director shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the Library. The Library Director shall report to the Chair the results of any review and the action taken. The Chair shall determine whether any further board review or action is required. If the Library Director is not disinterested with respect to the matter, it shall be further reviewed and approved by the Board Chair.

Ann Arbor District Library  
Conflict of Interest Policy  
Library Administrative Employees

For any potential conflict of interest involving the Library Director, the Board Chair shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the Library, including referral of the matter to the Board of Trustees for further consideration or action. If the Board Chair is not disinterested with respect to the potential conflict of interest, the matter shall be reviewed further and approved by the Board of Trustees.

Further consideration or action on potential or actual conflicts of interest shall include but not necessarily be limited to invoking the procedures described below with respect to a specific proposed action, policy or transaction.

#### V. Procedures for Addressing Conflicts of Interest

Where a potential conflict exists between the interests of the Library and an interested party with respect to a specific proposed action, policy or transaction, the responsible reviewer under Section IV shall consider the matter. The Library shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the responsible reviewer.

- A. An interested party who has a potential conflict of interest with respect to a proposed action, policy or transaction of the corporation may provide factual information about the proposed conflict and/or action, policy or transaction.
- B. The Library Director, Board Chair, or Board of Trustees, as applicable, may approve the proposed action, policy or transaction presented by an Administrative Employee with a potential or actual conflict of interest upon finding that it is in the best interests of the Library.
- C. In making a determination as to a proposed action, policy or transaction that involves a potential or actual conflict of interest, the Library Director, Board Chair, or Board of Trustees, as applicable, shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to the Library and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.
- D. Approval of any proposed action, policy or transaction by the Board of Trustees shall follow Board policies and procedures, including the conflict of interest policy applicable to Board members.

#### VI. Documentation

The Library shall document when a conflict disclosure is made under this policy by an Administrative Employee and the disposition of the potential or actual conflict, including a determination that the responsible reviewer acted without any conflict of interest as defined in this policy.

Ann Arbor District Library  
Conflict of Interest Policy  
Library Administrative Employees

VII. Violations of Conflict of Interest Policy

An Administrative Employee's failure to disclose a potential or actual conflict of interest may result in such disciplinary and corrective action as the Library Director or Board of Trustees shall determine.



Ann Arbor District Library  
Conflict of Interest Policy  
Library Administrative Employees

APPENDIX A

Ann Arbor District Library

Conflict of Interest - Affirmation of Compliance by Administrative Employees

I have received and read the Conflict of Interest Policy for Library Administrative Employees.

Name (Please print)	Signature	Date
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**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-230**

**RESOLUTION TO ADOPT POLICY 8.22 CONFLICT OF INTEREST –  
LIBRARY ADMINISTRATIVE EMPLOYEES**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Policy 8.22 Conflict of Interest – Library Administrative Employees.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary

Ann Arbor District Library  
Legal Compliance Policy

It is the intent of the Library to adhere to all laws, regulations, and rules promulgated pursuant to law that apply to the Library, including but not limited to, all laws providing for the protection of whistleblowers.

Employees with concerns regarding a violation or suspected violation of a law, regulation, or rule should report their concerns either verbally or in writing to the Director. An employee, who is uncomfortable in bringing such matter to the Director, may report his or her concerns to the Chair of the Board of Directors.

No employee will be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law or regulation or rule promulgated pursuant to law of the State of Michigan, a political subdivision of this state, or the United States to a public body, unless the employee knows that the report is false, or because the employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-231**

**RESOLUTION TO ADOPT POLICY 8.23 LEGAL COMPLIANCE**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of May 2010 at 5:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Policy 8.23 Legal Compliance.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary

05/11/10

## **Award the Bid to Provide HVAC Equipment Maintenance and Repair Service for the Library**

### ***I. Problem Statement:***

Select a contractor to provide HVAC equipment maintenance and repair service for the Library.

### ***II. Executive Summary:***

Comparative bids must be evaluated and a contractor selected by the Board for the next three years.

### ***III. Background:***

The Library's current mechanical service contract expires June 30, 2010. A request for bid was sent out in order to assure that the Library is paying a competitive rate for mechanical maintenance services. Three vendors responded. The bid amounts are listed below:

	<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2012</u>	Total (3-Years)
1. Campbell, Inc.	\$85,000.00	\$87,500.00	\$90,000.00	\$262,500.00
2. Goyette Mechanical	\$25,500.00	\$26,500.00	\$27,000.00	\$ 79,000.00
3. Pace Mechanical	\$86,460.00	\$87,325.00	\$88,200.00	\$261,985.00

### ***IV. Options:***

- 1 Reject current bids and rebid to get more competition.
- 2 Award the bid.

### ***V. Rationale:***

During a post-bid meeting with Goyette Mechanical it became clear to both Library staff and the Goyette representative that the scope of the agreement was not understood. Goyette had quoted a price for quarterly maintenance of the equipment instead of a total coverage maintenance agreement. Goyette was removed from consideration at this time.

Both Campbell, Inc. and Pace Mechanical satisfied all of the conditions outlined in the request for bid. Both companies are highly recommended, reliable, and capable of providing the quality service the Library requires.

**VI. RECOMMENDATION:**

Campbell and Pace have good reputations and the resources to provide quality service. Pace mechanical has been the Library's contractor for the last four years and is therefore more familiar with the equipment and issues that may arise. Administration recommends that the contract be awarded to Pace Mechanical.

DISTRICT LIBRARY BOARD

Rebecca Head  
Margaret Leary  
Barbara Murphy  
Jan Barney Newman  
Prue Rosenthal  
Carola Stearns  
Edward Surovell

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**The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:**

Ann Arbor District Library  
Board of Trustees  
343 South Fifth Avenue  
Ann Arbor, MI 48104-2293  
(734) 327-8311